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100

GENERAL AND REVENUE SECRETARIAT.

1908.

(Gen. Misc.)

File No. 100 — 08

Serial Nos.

Papers Filed.

Month April.

SUBJECT.

Office memos laying down precautions in dealing with confidential matters, and other instructions for the guidance of Secrt. officers and officials.

PREVIOUS REFERENCES.	LATER REFERENCES.
	C 303 of 1914-15

GPB—8,000—5-4-07

CONFIDENTIAL.

M E M O.

" " " " "

(7) The room occupied by the clerks of the Council Section will be regarded as strictly private and no other clerk or other person shall enter such room for any purpose whatsoever without the special permission of the Secretary's clerk. A register shall be kept in the room and in it shall be noted the names of all persons who enter the room and the time during which they stay there.

" " " " "

9-4-1908.

Sd. C.S.Balasundaram Iyer,
Offg. Secretary to Government.

Circulated to Heads of Branches for note and strict guidance

11.4.08

I Circulate
to all staff
officers including
the Deputy Office
staff & Civil
clerks

Confidential.

Office M E M O.

Certain instances have recently come to notice in which information on official matters has appeared in the newspapers under circumstances which conclusively show that such information must have been unauthorizedly divulged by some official or officials who dealt with the papers in the course of official duties. Instances have not also been wanting where parties - officials and non officials - papers relating to whom were pending before Government were in possession of information as to views recorded on files by Secretariat officers, Members of Government and others, and more aware of the different stages at which the questions were from time to time. Such knowledge could only have been acquired from the official or officials who dealt with the papers or who had access to them in some other manner. It is also understood that some officials are in the habit of seeking information as to matters dealt with in the several sections and branches of the Secretariat and that many officials are accustomed to discuss and talk about official matters dealt with by themselves or others in the different branches of the Secretariat when they gather together in or out of office.

It is often difficult to trace the particular person who actually divulged any piece of information and unless all officials loyally obey the rules and discountenance such dishonourable practices on the part of any of their number it may become absolutely necessary in the interests of discipline to inflict punishment wholesale on all officials through whose hands any paper thus improperly disclosed has passed. Such a course would probably involve the punishment of several innocent persons in addition to the few persons really guilty and would be an extreme measure which I should be exceedingly reluctant to adopt. I therefore invite the co-operation of all members of the Secretariat in this maintenance of official discipline and draw the attention of all officers and officials of the Secretariat to Rules 40 to 47 of the Office Manual of the General & Revenue Secretariat on the subject of divulging official information for their careful study and strict observance.

I hope that all officers and officials will recognize the need for an implicit and full obedience to these rules and realize how serious a breach of duty and how dishonourable an act it is to disclose information otherwise than as

permitted and authorized by the rules. I also hope that there will be no need to repeat a warning of this kind or to onforce the penalty in the case of any official or officials.

C.V. Balasundaram
Asst Secr.

9/4/08

CONFIDENTIAL.

M E M O.

The following precautions will hereafter be taken in dealing with confidential papers:-

(1) Papers of a strictly confidential or secret character will be kept properly secured in boxes and special care will be taken that persons other than those having necessarily to deal with such papers have no access to them.

(2) Such papers will be submitted to the Councillors and Dewan locked in Despatch boxes which will be provided with keys in duplicate or triplicate, one key being retained by the Secretary and one by each Councillor and the Dewan.

(3) Such boxes will be opened by the Councillors themselves and after the papers are dealt with they will be locked up in the boxes and returned to the Secretary. Such papers will not be registered by the Councillors' clerks, except with reference to the numbers of the files to be separately noted on a slip sent with box. The numbers noted on this slip will be entered by the clerks in their registers and the corresponding disposal numbers will be noted on the slips and returned to the Secretary. The Council clerk will note these numbers on the files.

(4) The Secretary will note down in ~~this~~ a Register kept by him the names of clerks and officers through whose hands such papers pass. The Councillors will similarly keep a note of persons in their establishments by whom any such papers may be dealt with and the Under Secretary with the Dewan will keep a register showing

the names of clerks and others in the Dewan's office who deal with such papers.

(5) All Council Resolutions will be drafted by the Secretary himself and will be submitted typed or in manuscript to the Dewan for approval. After approval the necessary number of copies will be made and dealt with in the usual course a note being kept of the number of copies made, the manner of disposal etc. The office copy will be submitted to the Councillors for perusal.

(6) All matters placed before Council will be treated as strictly confidential till orders are passed by His Highness and Government Proceedings are issued thereon.

(7) The room occupied by the clerks of the Council Section will be regarded as strictly private and no other clerk or other person shall enter such room for any purpose whatsoever without the special permission of the Secretary's clerk. A register shall be kept in the room and in it shall be noted the names of all persons who enter the room and the time during which they stay there.

(8) As regards papers of a confidential nature received in the Dewan's office at Patan Bhavan, they will be in the personal custody of the Under Secretary or the Superintendent. Papers of a highly confidential and secret character will remain with the Private Secretary and he will note down in a register the names of officers if any, through whose hands the papers have necessarily to pass.

Correspondence in connection with letters of the

above

above character will either be typed or copied by the Private Secretary himself and all such letters will be sealed and prepared for despatch in the presence of the Dewan.

When papers of this kind have to be shown to the Councillors, the Private Secretary or the Secretary or Under Secretary as directed in each case by the Dewan will personally take them to the Councillors f o r perusal.

By order

CS Balasundaramiyer

9/4/08 Asst Secr.

Copy forwarded to the following officers for note & return to the undersigned.

1) P. G. D'Souza Esq. U-Secr.

noted 11/4/08

2). A. Ramaiya Esq asst Secr

noted 11.4.08

3). K. Nylar row Esq asst Secr.

noted 11.4.08

4) C. Venkatarow Esq Regr.

CS Balasundaramiyer

9/4/08. Asst Secr.

noted. 11/4/08

After circulation as above, to be circulated to the Personal Assistants to Councillors, Councillors' clerks & clerks of the Council Section

9/4/08. CS Balasundaramiyer